

Instructions to run the Inventory Data Base

STATE EQUIPMENT INVENTORY

LWIA NAME: CITY OF PHOENIX

ASSET NUMBER: 00372533

DESCRIPTION: PC

MANUFACTURER: HP Compaq

SERIAL NO: 1A2B3C45678

ACQUISITION DATE: 1/1/2002

PHYSICAL LOCATION: 1789 Phoenix

ITEM COST: \$200,000.00

WIA_CONTRACT COST: \$2,000.00

USER NAME: Edgar C

DISPOSITION DATE:

Save Record Print Record Find Record REPORTS Exit

Record: 4 of 4

Form View

Please enter the data in each field.

LWIA NAME: Use the drop down to select your local area, you can only use from the list of the drop down names.

ASSET NUMBER: This field size is 12 and you can enter text or numbers.

DESCRIPTION: This field size is 35 you can enter text or numbers.

MNUFACTURER: This field size is 50 you can enter text or numbers.

SERIAL NUMBER: This field size is 35 you can enter text or numbers.

ACQUISITION DATE: This is a date field xx/xx/xx only.

PHYSICAL LOCATION: This field size is 35 you can enter text or numbers.

ITEM COST: This field size is 10 you can enter numbers only.

WIA CONTRACT COST: This field size is 10 you can enter numbers only.

USER NAME: This field size is 25 you can enter text or numbers.

DISPOSITION DATE: This is a date field xx/xx/xx only.

State Equipment Inventory - [State Equipment Inventory]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Type a question for help

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EXIT

Record: 4 of 4

Form View

start

Inbox - Micro... State_Inv Test Inventor... State Equipm...

NUM

9:02 AM

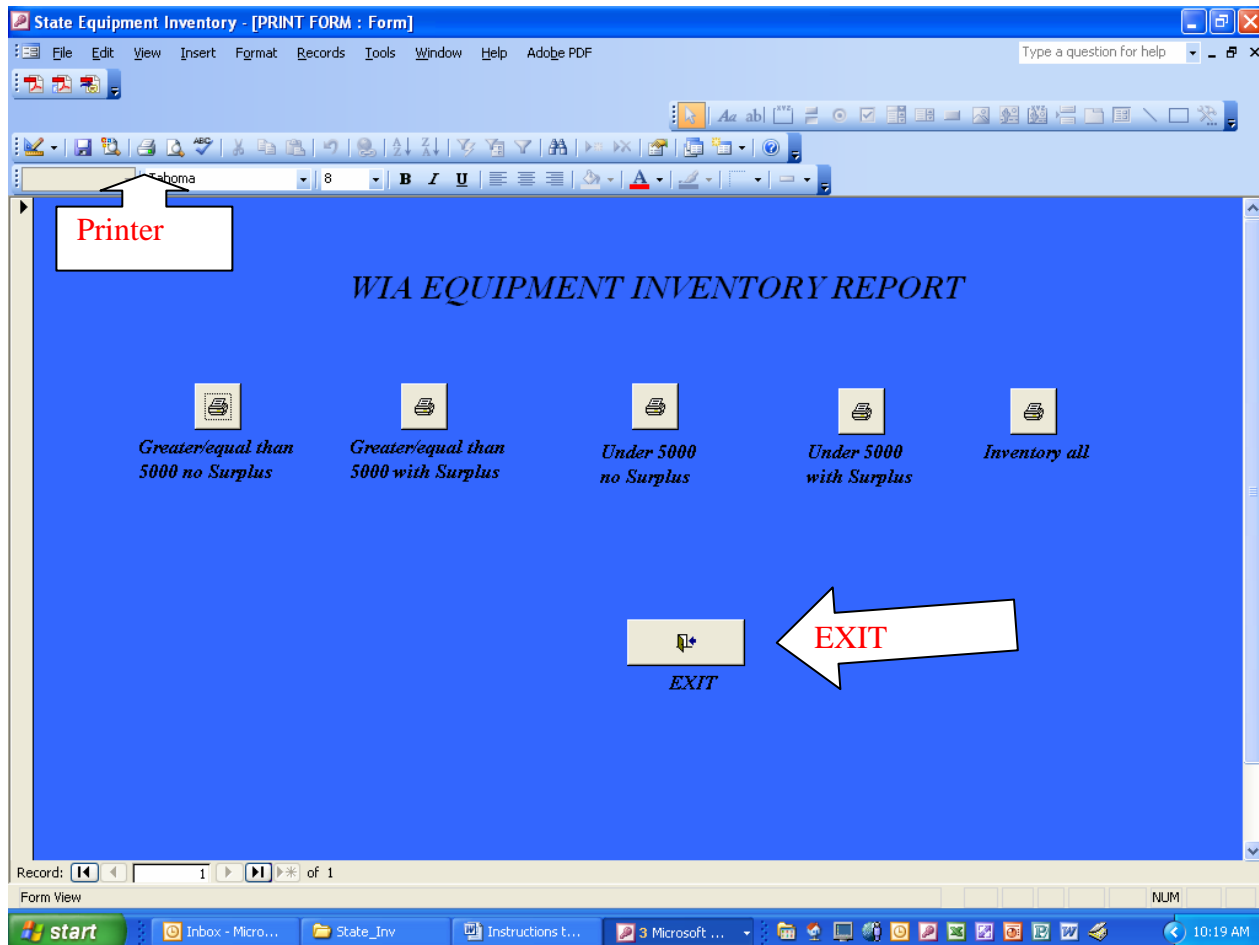
To Save the Record you can click on save record or use the >* to save and enter a new record.

To print the record click on Print Record, this will print only this record like you see in the screen.

To find a record click on the field the you going to select and click on find record.

To print reports click on Report.

To Exit the program click on EXIT.



This is the Report screen.

To print a report click on the report you need and it will print a view screen. If this is the report you want Click on the printer, and if you don't want the report (Esc).

If you want to EXIT the program click on EXIT.